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28 May 1986
OCA: 86-1770

NOTE FOR: The Director
FROM: Dave Gries *VB*
SUBJECT: OCA Off-Site Conference, 10-11 July

In May I mentioned that my office was holding a two-day conference to discuss our mission and performance. I asked if you could invite Ken Duberstein, Bill Timmons or Max Friedersdorf to speak to our group on principles of Congressional relations? I have reserved the period from 1:00-2:00 p.m. on 11 July in 7D64 HQS for that purpose. Would you telephone whichever of the three you believe would make the best speaker, or should I draft a letter from you to one of the three inviting them to speak and explaining the circumstances?

yes, I will telephone one of them and tell him that
you will be in touch on arrangements

no, draft a letter + *I will phone him
along with it*

cc: DDCI

29 MAY 1986